

## **AQUATICS **CENTER** LEAD LIFEGUARD SEASONAL POSITION**

### **DEFINITION:**

Under the general supervision of the Aquatics Recreation Supervisor, the primary duty of lead lifeguards shall be to supervise all other lifeguards and to ensure the safety of participants in water-contact sports, prevent accidents and enforce pool safety and sanitation rules whenever the Aquatics Complex is in use. This position will work in cooperation with other staff at the Aquatics **Center**.

### **CLASS CHARACTERISTICS:**

This class is responsible for supervision of swimming pool users, enforce pool safety and sanitation rules, respond to pool accidents and medical emergencies, perform rescues, perform first aid and CPR and assist in the closure of swimming pool areas as warranted. In addition, lead lifeguards supervise and direct all other lifeguards, arrange for lifeguard breaks and rotation of work posts, enforce the legal limit of occupants in a pool at a given time, determine when a pool needs to be closed to use, and ensures that all safety equipment is maintained at the appropriate locations.

When not assigned to lead lifeguard duties, qualified lead lifeguards may serve as swim instructors and coach or oversee water-contact sport and exercise programs.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Supervise and direct all other lifeguards;
2. Arrange for lifeguard breaks and rotation of work posts;
3. Enforce the legal limit of occupants in a pool at a given time;
4. Determine when a pool needs to be closed to use;
5. Ensure that all safety equipment is maintained at the appropriate locations.
6. Perform all the duties of a certified Red Cross, YMCA senior swimming pool or equivalent lifeguard, from fixed or roving posts within the Aquatics **Center**;
7. Maintain constant surveillance over pool users to ensure that they conduct

themselves in a manner so as not to endanger themselves or others;

8. Enforce Aquatics **Center** rules and regulations as they pertain to pool users;
9. Performs rescues, administer first aid, perform CPR and summon supervisors and emergency personnel as required for injuries or other medical emergencies;
10. Perform routine tasks to ensure that first aid supplies and other emergency equipment are in stock and in good working condition;
11. Compile written report to document rescues, injuries, and other incidents as required;
12. Keep daily activity logs of rescues and other incidents involving the administration of first aid and enforcement of Aquatics **Center** rules.
13. When not on duty performing these safety supervision functions, qualified Lifeguards may also be assigned to coach or oversee water-contact sport and exercise programs, provide swim lessons, provide water safety instructions or similar duties.
14. Develops positive relationships with pool users to ensure cooperation with pool rules and positive public relations.
15. Perform related duties and responsibilities as required.

## **QUALIFICATIONS:**

### **Knowledge of:**

1. Swimming hazards, water safety rules, lifeguard techniques;
2. First aid and cardio-pulmonary resuscitation (CPR) techniques;
3. Aquatic facility operating procedures;
4. Some knowledge of the techniques and principles of swimming instruction, water safety instruction, and coaching water-contact sports required of some positions.
5. Some knowledge of supervision and evaluation of staff.

### **Skill in:**

1. Making proper decisions according to Aquatics **Center** policies and approved lifeguard training standards.
2. Swimming, performing lifeguard, and rescue functions proficiently and with endurance under stress.
3. Effectively performing first aid and CPR techniques.
4. Communicating effectively with the public and co-workers in a positive but firm manner in order to enforce Aquatics **Center** safety rules.
5. Conducting a program of swimming instruction, water safety instruction, and/or recreational activities in a swimming pool.

**Ability to:**

1. Remain vigilant and act quickly in making rescues and rendering aid;
2. Enforce Aquatics **Center** safety rules effectively and with a positive demeanor;
3. Work as a team with other lifeguards;
4. Quickly learn and apply the policies and procedures pertaining to the work;
5. Establish and maintain effective working relationships with those contacted in the course of the work;
6. Work outdoors under any natural or artificial environmental conditions;
7. Remain calm and effectively deal with stressful and emergency situations;
8. Complete written reports and records in a legible manner with proper grammar;
9. Ability to lift/push/pull moderately heavy and/or awkward objects such as backboards, rescue poles, or assist other lifeguards in safely moving an injured victim to a place of safety;
10. Ability to speak loudly and use whistles, air horns, “walkie-talkies”, and other equipment used to warn swimmers of unacceptable behavior and communicate messages or signals to other lifeguards and supervisors;
11. Hear and distinguish a variety of sounds in a noisy environment such as swimmers in need of assistance, whistles, or co-workers request for assistance in a

rescue effort;

12. Maintain knowledge and skills required to pass the lifeguard training course and successfully complete ongoing training at the Aquatics Center;

### **JOB REQUIREMENTS:**

1. Must be at least 18 years of age at the time of appointment.
2. The following certifications or equivalents are required:
  - a valid American Red Cross Lifeguard Training certificate;
  - a valid American Red Cross CPR for the Professional Rescuer certificate;
  - a valid American Red Cross Community First Aid and Safety certificate;
  - a valid American Red Cross Water Safety Instructor (WSI) certificate.
3. A valid American Red Cross Lifeguard Instructor certificate and a valid First Aid for Public Safety Personnel certificate are desirable.
4. One year experience as a certified lifeguard and water safety instructor.
5. Some experience supervising other employees.
6. Willingness to work out-of-doors in varying weather conditions and the physical capability for sustained walking, standing or climbing.
7. Willingness to work irregular hours, evenings, weekends and shifts.
8. Willingness to wear City prescribed lifeguard uniforms and swim wear at all times when on duty.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Rescue equipment such as lifeguard rescue tube, life saving ring, rescue pole, first aid kit, rescue backboard.
2. Whistle, air horn
3. "Walkie-talkie" two way radio
4. Reports, forms, pencils and pens
5. Computer monitor, keyboard and printer
6. Copy machines
7. Fax machines
8. Telephone
9. Keys to City locks

10. Pool and recreation equipment

#### **PHYSICAL DEMANDS:**

1. Swimming and demands associated with water rescue
2. Climbing to and from elevated lifeguard station
3. Sitting in elevated lifeguard station for extended periods
4. Walking and standing for extended periods of time
5. Performing first aid and CPR
6. Speaking/Hearing
7. Seeing
8. Bending/stooping
9. Rescuing persons in a swimming pool
10. Lifting up to 50 pounds of equipment
11. Lifting/assisting persons out of swimming pool alone or with the aid of others.
12. Mobility
13. Use of fingers/manual dexterity

#### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

##### **Office Conditions:**

1. Indoors: normal office conditions, 25% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting, concrete, vinyl floor covering
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

##### **Field Conditions:**

1. Outdoors: varying weather conditions, 75% of the time
2. Noise level: varying low to high equipment and human noise
3. Flooring: asphalt, concrete, grass, dirt, stairs, etc.
4. Dust: normal outdoor, to high outdoor levels
5. Hazards: exposure to hazards associated with swimming and injured victims; exposure to wet and slippery surfaces around pool areas.